



Rio Arriba County Detention Center (RACDC) POLICY 084 LAUNDRY SERVICE

The Rio Arriba county Detention Facility shall provide and maintain laundry services for inmates in the facility.

Procedure:

1. The laundry trustee shall take inventory of all supplies on the first of every month and submit the list to the administration along with all unserviceable supplies.
2. A shakedown shall be conducted at least once a month to try to locate any extra linen or clothing that inmates might have acquired.
3. The following items shall be distributed to each inmate when he/she is admitted to the facility:
 - a. 1 mattress
 - b. 1 blanket
 - c. 2 sheets
 - d. 1 shirt
 - e. 1 trouser
 - f. 1 towel
4. All laundry trustees shall be appointed by the administrator.
5. Laundry shall be done between 8:00 am and 4:00 pm only.
6. The assigned trustees shall be responsible for getting the laundry done and properly placing it in the property room.
7. A laundry schedule shall be posted in the laundry room.
8. The laundry trustee shall pick up and deliver all laundry.